

## SFA Modernization Monthly Project Status Report

Month: \_\_\_\_\_August 2000\_\_\_\_\_

Project: \_\_\_\_\_FMS\_\_\_\_\_

Sub-Project: \_\_\_\_\_SFA FMS Oracle Financials\_\_\_\_\_

Mod Ptr Lead: \_\_\_\_\_Barry Weiss\_\_\_\_\_

SFA Lead: \_\_\_\_\_Paul Stonner\_\_\_\_\_

### Summary of Deliverables Produced

Deliv rable	Description
Monthly Status Report for July	Monthly report that outlines progress to-date, issues facing the team, and expected work during the next month.
Product Test Build	The software version to be product tested. It includes all extensions, converting all data, configuring all applications and program-specific features for Oracle's AP, AR, FA, and GL applications.

#### Value Points:

- Participated in the NCHELP CFO Conference Demonstration with Financial Partners and NSLDS staff in Mystic, Connecticut. Presentation of the new web-enabled Forms 2000 to Guaranty Agency CFO 's was made Wednesday, August 2<sup>nd</sup>.
- Videod training to expedite the process by reaching a larger audience faster
- Conducted a demo of the SFA FMS Oracle Financials for two of Congressman Hoekstra's staff

#### Work Completed this Month:

WP-2: Business Case Updates (Phase III)

- Identified strategy and approach for Phase III

WP-3: FMS Integration Plan (Phase III)

- Delineated high level plan
- Developed templates for working products through 10/31/00; mapped working products to IPT book tasks and sub-tasks
- Completed initial Phase III work plan, focusing on current business baseline and requirements activities through 10/31/2000
- Developed resource plan and assignments for Phase III activities through 10/31/2000

WP-8: Operational Support Requirements (Backup Strategy)

- Analyzed Control-D integration with FMS and proposed recommendations
- Reviewed Operational Support task proposal

WP-9: Capacity Planning

- Finalized draft Capacity Planning document
- Verified successful installation of Rational Performance Suite software

WP-10: Technical Infrastructure Design

- Successfully tested access to VDC via Internet, using ED's Virtual Private Network (VPN) solution

WP-13: Workflow for Processes, Activities and Tasks

- Drafted GA Payments To-Be Process Flow

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- Discussed Seat Management Contract's impact on Fixed Assets
- Drafted GA Payments To-Be Process Flow
- Established roles for users

### WP-14: Procedure Documentation

- Finalized procedure documentation for FFEL GA Form 2000 process
- Videod procedures for Financial Transactions – accept/reject Form 2000 data
- Drafted procedure documentation for Financial Transactions –accept/reject Form 2000 data
- Revised to-be processes for FFEL payments

### WP-16 GL Config

- Update GL Config document to reflect ACCS Changes

### WP-16 AP Config

- Update AP Config Document with new Supplier Information

### WP-22: FFEL Extensions Functional Design

- Meet with ED CFO on process flows for "TO-BE" LEAPP / GAPS system interfaces
- Update LEAP Functional Design with requested changes

### WP-23 FFEL GA Extensions Technical Design

- GAPS to AP Package was tested successfully.
- Completed first draft for the GL to GAPS interface

### WP-24: Assembly Test Results

- Successfully completed Assembly Testing

### WP-25: Product Test Plan

- Finalized Product Test Plan.
- Established security for Financial Partners assisting with Product testing.

### WP-26: Operational Readiness Test Plan

- Finalized Operational Readiness Test Plan

### WP-27: Product and Operational Readiness Test Results

- Provided Testing support to the Financial Partners – Financial Transaction team.
- Conducted Product Testing in three Guaranty Agency sites (New Hampshire, Connecticut and the USA Group in Indianapolis).
- Conducted meeting with LLEAP staff to review Test Plan and Test Schedule
- Conducted meeting with Technical Support Staff and Software Architecture Team to establish cases for Operational Readiness Testing.

### WP-29: Team and Job Design; PD Support

- Met with functional experts to recommend FMS user roles and system responsibilities

### WP-30 Training Needs Analysis

- Validated training audience segmentation, training requirements, and Oracle OOB (out of the box) training

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- Drafted list of FMS Users

WP-33: Session Checklist and End-User Support Checklist

- Contacted Regional representatives regarding training facilities and logistics.
- Sent out request to all GA Regional Contacts to update GA user list for FMS system access and training.

WP-34 Construction Package Fixed Assets Conversion Technical Design

- Continue to work on conversion scripts
- Complete conversion document.

DBA Tasks:

- Completed software installation and configuration for DEV, TEST, PTCH, and PROD on the new hardware
- Completed environment set-up activities for all instances
- Participated in a conference call with ACS and BMC to understand the status and issues identified to-date with the Control-D implementation for the Pell project. This helped us understand the product and the issues FMS can expect to encounter

Other Tasks:

- Evaluated network configuration for separate circuits to the VDC and EDNet at Aerospace

### **Planned Work in Progress:**

WP-10: Technical Design

- Continue drafting content (security approach, interface architecture, print architecture)
- Review Security Standards document received 7/19/00
- Determine if security gaps exist and steps required to close any gaps

WP-11: MOU/SLA

- Continue revising content based on on-going discussions

WP-14: Procedure Documentation

- Video procedures for Payables Manager – creating payment batches (scheduled for Friday, 8/25)

WP-23 FFEL GA Extensions Technical Design

- NSLDS Control report.

WP-23 ED/CFO Extensions Technical Design

- Update technical documentation on ED/CFO Accounting Output Interface

WP-27: Product and Operational Readiness Test Results

- Continue gathering materials for development of operational readiness test cases/scripts/cycles.
- Continue product test case development and execution.

DBA Tasks:

- Planning migration of all SFA FMS Oracle Applications Instances into each ones own environment
- Testing VPN Access for the DBA
- Developer Support: Creation of incoming/outgoing directories for file loads, etc for SFA FMS Oracle Applications Extensions

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- Verify Discoverer tablespace (migrated to each instance with last weekend's data refresh)

### Work Projected for next Month:

WP-3: FMS Integration Plan (Phase III)

- Document current business baseline and requirements activities for remaining programs

WP-8: Operational Support Requirements (Run Manual)

- Complete Run Manual

WP-10: Technical Infrastructure Design

- Document interface architecture
- Document report distribution architecture

WP-11: MOU

- Continue drafting content
- Obtain sample MOUs and input content

WP-23: FFEL Extensions Technical Design

- In process of setting up executable programs within Oracle Applications for the AP/GL Load Interface
- In process of reviewing code for NSLDS interface
- In process of assisting with the Account Mapping form to finalize functionality.
- Tested Form 2000 screens
- Documented required changes
- Work on bugs fixes and on going testing of SFA GA Annual Financial Report

WP-24: Assembly Test Results

- Deliver draft of Working Product 24 to Project Manager (Barry Weiss) for review, Monday, July 10.
- Execute Assembly Tests (GL, FA, AP, AR). Note resources are not available to develop Assembly test cases. Assembly Test Cases were scheduled to be developed from 07/03 – 07/07 and executed from 07/10 – 07/14.

WP-25: Product Test Plan

- Deliver draft of Working Product 25 to Project Manager for review, Monday, July 10.

WP-26: Operational Readiness Test Plan

- Deliver draft of Working Product 26 to Project Manager for review, Monday, July 10.

WP-34: Construction Package Fixed Assets Conversion Technical Design

- Complete conversion scripts

DBA Tasks

- Begin Setup of Prod (likely on hpv1)
- Clone additional Oracle Applications Instances once build is complete
- Add additional users to application as needed
- Continue to perform backups and exports
- Create Patch environment by cloning Development environment and document process

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### Issues Summary

Issue	Proposed Solution	Priority	Owner	Creation Date	Target Resolve Date	Actual Resolve Date
Nothing to report						

### Risk Summary

The following section is intended to inform management and team members about project risk areas and their potential consequences. Risks are evaluated in terms of their potential impact on meeting the target completion date (**schedule**), increasing project costs (**cost**), and/or decreasing quality of deliverables (**quality**).

Risk Description	Mitigation strategy	Severity of impact	Ability to control	Owner	Creation Date	Resolve Date
Staffing – PMO (CMM, QA), Tech Support Team Lead, Business Requirements Team.	Recruit required resources. Tech team lead will continue with Project.	H	M	Paul Stonner /Barry Weiss	6/30/00	7/17/00 Additional staff has been added to the team and more are planned.
Production Environment needed 6/16/00. IT operations now says it will be ready 7/15/00.	Work with IT ops to expedite schedule. Analyzing impact to FMS Schedule.	H	M	Jeff Ross	5/30/00	7/24/00 Hardware delivered. Will be configured the week of 7/31/00.
Sharing machines with other applications (even if all are production applications). Will likely cause downtime or performance problems if another application experiences problems and/or requires unscheduled downtime.	Expressed this concern to IT Operations. Driven by the high cost of the machines, the agreement to accept chargebacks implies acceptance of shared machines.	M	M	CFO / IT Ops / Jeff Ross	7/14/00	7/14/00 Will specify performance requirements in the MOU.

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Measure	High Level Explanation for your Assessment and/or Trend	Assessment* (Green, Yellow, or Red)
Overall	The project is proceeding successfully and is on schedule to meet its 10/1 implementation.	Green*
Scope	Scope for Phase II has been defined in the Implementation and Project Plans. Scope for Phase III is in discussion.	Green*
Schedule Performance Against Work Performed	Six deliverables have been submitted and accepted. The final deliverable (other than status reports) is on schedule for a 10/1.	Green*
Architecture	The project is in full compliance with Modernization Blueprint baseline. The project has not defined any architecture changes; however, IT Management and IT Services have indicated that other products and standards may be required for VDC support and that the team must support those products and standards. A concern still exists with sharing the hardware with other production applications.	Yellow*
Risk	The SFA and Modernization Partner project managers confer daily and report in writing weekly to the Steering Committee and the PMO. No risks identified at this time.	Green*
Quality	IV&V is currently being conducted. The team has received two reports to date and has submitted the first response for acceptance.	Green*
Communication/Change Management	Communication and change management strategies have been incorporated as part of the FMS project. The FMS project efforts are coordinated with a separate Modernization Partner Initiative (Organization Transformation) to integrate Communication and Change Management.	Green*
Human Resources	The SFA team remains understaffed. The team as a whole needs to continue enhancing their Oracle skills. The advent of more staffing and emphasis on testing, training, communication and change management has helped address the skills improvement need.	Yellow*
Commercial Off the Shelf Software (COTS)	Oracle Federal Financials product has been purchased.	Green*